

Memorandum

To: All Teale Customers

Date: May 29, 2003

From: Stephen P. Teale Data Center

Subject: Revised Request For Service Form (TDC 098)

This memorandum is to advise you of the following revisions made to the Request For Service form (TDC 098) as a result of changes in the law and state procurement regulations:

- **DEPARTMENT AUTHORIZATION** - A statement is now included which requires a signature certifying that the request relates to services offered by Teale.
- **ESTIMATED COSTS** – Three options are now available:
 1. **Estimated Costs**
(Use this option if exact costs are known - i.e., MRA lease costs.)
 2. **Rates**
(Use if exact costs are unknown, but are based upon published rates - i.e., requests for DASD.)
 3. **To Be Determined**
(Use if costs are unknown - i.e., consulting or cost estimates.)
- **SUMMARY OF REQUEST** - Requires information regarding SB 1467 and Chapter 2 of the Public Contract Code, which pertains to contracting for consulting services.

Please discontinue using the previous Request For Service form and begin using this updated version immediately. For your convenience, a copy is attached. It is also available by accessing Teale's web site at www.teale.ca.gov/resources/forms.

Teale Data Center encourages customers to contact their departmental legal or procurement offices with any questions regarding these requirements. Other questions may be directed to your Customer Relations Representative at (916) 464-3712 (CALNET 433-3712).



CLAIRE Y. YEE, Assistant Director
Customer Relations Division

Attachment